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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Questions Regarding Handicapped Employees

FROM:

F.W.M. Janney
Director of Personnel

EXTENSION

NO.

78-5097

DATE

30 Mar 78

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA

3/31

[Signature]

2.

3. ADDA

3 April

*[Signature]*4. ~~DDA~~

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5.

Dep/Exec Sec'y

4 April 78

[Signature]

7.

8. DCI

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6-8: Additional responses from DDA on concerns raised by handicapped employees. Will advise the latter after your review.

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30 MAR 1978

DD/A Registry
78-1360

MEMORANDUM FOR: Deputy Executive Secretary

ATTENTION :

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Questions Regarding Handicapped Employees

REFERENCES : A. ER 77-2731, same subj, dtd 4 Nov 77
B. Pers 77-3768, same subj, dtd 7 Dec 77

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1. Following is a summary of the information received from the Directors of Medical Services, Security, and Logistics, in response to the remaining questions and/or requests contained in paragraphs 4, 6, 7, 8, and 9 of reference A. Their complete reports are attached for your information.

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A. Our medical standards and how they compare with other government agencies (Question 4):

The Office of Medical Services conducts pre-employment medical examinations for all applicants for Agency employment (including specific evaluations for overseas as requested) and overseas evaluations for all employees scheduled for overseas tours. When the applicant or employee has a disabling condition, OMS requires a memorandum from the component outlining the duties of the proposed position at Headquarters or overseas, the component's acknowledgement of the existence of the condition, and an assurance that it will not interfere with job performance. Discussions of a general nature with senior medical officials of the Civil Service Commission led to the development of this procedure; however, OMS has no information about the standards of individual agencies.

COMMENT: This procedure is apparently working effectively and has made possible the employment of 46 persons with handicaps; some with muscular dystrophy, cerebral palsy, and varying degrees of other physically disabling conditions. All but one of these employees are located at Headquarters. A comparison of standards with individual government agencies seems unnecessary inasmuch as they would follow Civil Service Commission guidelines and requirements. Our talks with representatives of

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the Department of State, whose employment environment would be most similar to ours, reveal that they are just now undertaking a review of their medical standards and their application to overseas assignments.

B. ☐ The adequacy of provisions for handicapped employees, especially the wheelchair-bound and deaf (Question 6):

Emergency evacuation plans for all buildings occupied by the Agency include provisions for evacuating handicapped employees. The Office of Security maintains a listing of employees in the Headquarters building who may need assistance during emergency evacuations. Those who cannot use the stairs may use the freight elevators and several able-bodied employees are designated to assist them. Building Emergency Officers in other buildings are aware of those who might need help and are prepared to assist. Supervisors of deaf employees are responsible for insuring their evacuation in an emergency. There are no special provisions for notification of deaf employees in areas isolated from their offices (such as rest rooms).

COMMENT: The plan described seems adequate for Headquarters Building and those leased buildings where freight elevators exist by which those with mobility problems (even temporary ones) may safely evacuate the buildings. However, the provision to carry some employees from buildings via emergency evacuation routes is seen by our wheelchair-bound employees as, at best, risky and at worst, dangerous, not only for the disabled employee but for those assisting. It seems appropriate to ask the Safety Branch to determine if a better alternative exists, recognizing that in an emergency situation (not practice drills from which employees with mobility limitations could realistically be excused) the need exists to evacuate all personnel as fast and as safely as possible.

It seems appropriate also to recommend that the Safety Branch take steps to insure that all Corridor Wardens and all Agency employees in all buildings are made aware of the evacuation procedure for mobility-handicapped persons. I have been informed that, during the fire drill conducted several months ago, two wheelchair-bound employees were at the Headquarters Building attending a meeting in preparation for the meeting with the Director. Neither the wardens nor the handicapped employees themselves knew what to do when the fire alarm sounded.

The "Thumper System" mentioned by OS, if installed in all buildings where deaf employees are currently located, seems to have some limitations which would rule it out for the time being as a necessary system. OS advises that each building signal would be independent of and different from the others and

could not be used interchangeably. Thus, a [] employee visiting another building would receive a warning signal of an emergency [] but not at the location being visited.

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C. [] Provisions for work-related transportation for handicapped employees, the cost of equipping one of our buses or vans, and compliance with government standards for such provisions (Question 7):

The Agency currently has no provisions for work-related transportation for employees with mobility handicaps. Conversations with OGC and the General Services Administration reveal that there are no government standards or specific guidelines established on this subject.

The cost of converting one of our sports vans or buses would be approximately \$7,500 to \$10,000 while a new bus, fully equipped, would cost \$17,500. A local supplier suggests it is not practical to convert a bus or van. (Literature concerning the "busette" is attached to the Director of Logistics' response.)

COMMENT: The Agency now has two employees (one at Headquarters) who are wheelchair-bound, and several others who have serious mobility problems. Without the availability of a bus or van to accommodate wheelchairs or provide easy access for mobility-impaired persons (even those temporarily disabled), such employees find themselves somewhat restricted should their work-related activities require their presence in other Agency buildings. Currently, they provide their own transportation or seek assistance from other employees when required to travel to other buildings. It seems entirely appropriate that OL's offer of a test run of the "busette" be accepted and that consideration be given to purchasing the "busette." The availability of such transportation will insure that mobility-handicapped employees (both permanently and temporarily disabled) have the same opportunities as able-bodied employees.

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D. [] Compliance with regulations concerning architectural accommodations for handicapped employees, the lack of accessibility [] and the possibility of providing training at other locations (Question 8):

The Agency is in compliance with [] Accommodations for the Physically Handicapped which requires that new and altered buildings comply with minimum standards.

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[] is not currently accessible to employees with serious mobility problems; however, renovation plans [] call for accommodations [] is considered structurally infeasible to alter for total compliance. A new [] includes facilities to accommodate two physically handicapped individuals.

COMMENT: While not mentioned in the attached memorandum from the Office of Logistics, I have been informed that the law requires that provisions for accessibility to physically handicapped persons be included in the leases of those buildings where the government is a tenant. As new leases are negotiated in the leased buildings, OL representatives insure that the leases comply with the law.

Most of the Agency training courses are conducted in the Headquarters and Chamber of Commerce Buildings [] In the event a mobility-handicapped employee is scheduled for a training course at an inaccessible location, we expect that alternative arrangements would be made by OTR.

2. [] The Office of Security has taken corrective action to insure that parking and driving regulations are enforced to insure that physically handicapped persons have free access to designated parking spaces and entrances to the Agency building.

(Signed) F. W. M. Janney

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F. W. M. Janney

Attachments

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21 December 1977

MEMORANDUM FOR: Acting Director of Personnel

FROM: Charles A. Bohrer, M.D.
Director of Medical Services

SUBJECT: Questions Regarding Handicapped
Employees

REFERENCES: (a) Your Memo dtd 7 Dec 77 same subject
(PERS 77-3768)
(b) Memo fr Special Assistant to the
DCI dtd 4 Nov 77 same subject
(DD/A 77-5902)

1. As requested in Reference (a), the following is in response to question #4 of Reference (b).

2. It has been the policy of the Agency and the Office of Medical Services to conduct pre-employment medical evaluations on all applicants for employment. This policy has been applied as well to those individuals identified by the Office of Personnel as being considered for employment under the "Hire the Handicapped" Program.

3. In terms specifically applied to applicants with a previously identified handicap, the Office of Medical Services believes that it has responsibilities in three areas -- one to the individual applicant to attempt to insure that he or she is placed in a position which does not require work demands he or she cannot meet; two -- that the individual would not likely be placed in a position that would endanger the individual or their co-workers and three -- the Agency is cognizant of the nature and extent of the handicap so the individual may have the full benefit of Agency facilities available.

SUBJECT: Questions Regarding Handicapped Employees

4. To meet these requirements the Office of Medical Services has been asking the Office of Personnel in conjunction with the hiring office to advise the Office of Medical Services in writing of the nature of the duties to be performed and to request the prospective office to indicate that they are aware of the handicap and that such will not interfere with job performance. To date the Office of Medical Services has received excellent cooperation from the Office of Personnel and the hiring office in this regard. Also to date only one individual has been disqualified for Agency employment.

5. Certification for overseas service follows the same procedures as outlined above. The Office of Medical Services has had only one case identified for overseas service. The individual was approved for overseas service.

6. There has not been a survey of other Government agencies on this matter. Discussions of a general nature on this topic have been held with senior medical officials of the Civil Service Commission following which the procedures outlined above were developed and made a part of the Office of Medical Services processing procedures.

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Charles A. Bohrer, M.D.

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30 DEC 1977

MEMORANDUM FOR: Acting Director of Personnel

FROM:

Acting Director of Security

SUBJECT: Questions Regarding Handicapped Employees

REFERENCES:

(a) Memo to A/DDA from SA to the DCI,
dtd 4 Nov 77, same subject

(b) Memo to D/S from A/DP, dtd 7 Dec 77,
same subject

1. In response to paragraph 6 of reference (a), the following information is provided regarding emergency evacuations of handicapped employees:

a. The Safety Branch, PhySD/PTOS/OS maintains a roster of the handicapped CIA employees (47) in the Headquarters area who may require assistance during emergency evacuations.

b. In the Headquarters Building, the handicapped employees who physically cannot exit via the stairs are permitted to use the two freight elevators. Designated CIA employees are also responsible for assisting the handicapped during evacuations. Elevator mechanics immediately standby for assistance during emergency evacuations and lock out the passenger elevators on the ground and first floors for the possible emergency use of firemen.

c. Handicapped employees in buildings other than the Headquarters Building are identified by the Building Emergency Officers. Depending upon the extent of handicap, as many as four employees are assigned to carry or assist each handicapped

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employee from the buildings via the emergency evacuation routes. Immediately upon activation of the evacuation alarm, the guards key the elevators to the floors where the guard posts are located for possible emergency use of the firemen.

d. One of the responsibilities of the Corridor Wardens is to check each office and restroom in his area to ensure complete evacuation.

e. It is the responsibility of the supervisor of each deaf employee to ensure evacuation of the employee. No additional procedures have been made for notification of deaf employees who may be in areas such as restrooms. This has not been a problem during the past fire drills conducted in the buildings in the Headquarters area. However, a "thumper," which when activated, sends impulses to the wearer, could be provided to and worn by each deaf employee in the Headquarters Building to ensure immediate notification of the necessity for evacuation. The "thumper" would be activated by the Security Duty Officer at the time the emergency evacuation alarm is sounded.

2. The Headquarters Security Branch, PhySD/PTOS/OS is taking immediate action to ensure that the Federal Protective Service Officers do not park their vehicles in spaces designated for handicapped personnel nor in such a manner as to block the wheelchair ramps into the buildings. This action is taken in response to paragraph 9 of reference (a).

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29 DEC 1977

MEMORANDUM FOR: Acting Director of Personnel

FROM: James H. McDonald
Director of Logistics

SUBJECT: Questions on Agency Compliance with Regulations/
Guidelines Regarding Handicapped Employees

REFERENCES: (a) Memo dtd 7 Dec 77 fr Acting Director of
Personnel, subject: Questions Regarding
Handicapped Employees
(b) Memo dtd 4 Nov 77 fr Special Asst to the
DCI, same subject

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1. [] The Office of Logistics has researched Agency compliance with Federal regulations/guidelines regarding special building and transportation requirements for handicapped employees.

2. [] This Agency is in compliance with Regulation []
[] Accommodations for the Physically Handicapped.

STAT "Except as otherwise provided in [] (Exceptions), every Bldg. designed, constructed, or altered after Sept. 2, 1969, shall be designed, constructed, or altered in accordance with the minimum standards in the 'American Standard Specification for Making Bldgs and Facilities Accessible to, Usable by, the Physically Handicapped.'"

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SUBJECT: Questions on Agency Compliance with Regulations/
Guidelines Regarding Handicapped Employees

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5. [] As new construction and major renovations take place and the buildings structurally lend themselves to adaptations necessary for the handicapped, these are being included in the design and specifications.

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6. [] At the present time, CIA has no provisions for work-related transportation of handicapped employees. To determine what Government standards cover provisions for the handicapped, we contacted [] Office of General Counsel, who indicated that there are no specific guidelines established at this time covering work-related transportation of the handicapped. We also contacted Peter Glading, Staff Assistant to the Assistant Commissioner of the Office of Transportation and Public Utilities, Federal Supply Service, Central Office of General Services Administration, who is responsible for the management of motor equipment in the Federal Government. He indicated that he is not aware of any Government standards.

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7. [] According to the local supplier for special care buses, it is not practical to equip one of our present buses or sport vans to accommodate wheelchairs. The estimated cost for the conversion would be in the neighborhood of \$7,500 to \$10,000. On the other hand, a new bus, referred to as the busette in the attached brochure, is capable of accommodating 10 adult passengers comfortably and 2 wheelchairs and is available at an approximate cost of \$17,500 fully equipped. The brochure and specifications for the busette are submitted for your review and information. If desired, a demonstrator busette can be made available for a test run.

STAT

[]
James H. McDonald

Att

As stated



FOR FURTHER INFORMATION AND PRICES CONTACT
S. H. MECKS, SON, INC.
12420 NEBEL ST. ROCKVILLE, MD. 20852
ROCKVILLE 881-9092

1975 Wayne Busette for physically handicapped students

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